

9 March 2001

CEHR-E (690-500)

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Template Job Descriptions for MSC Supervisory and Lead Positions

1. The enclosed template job descriptions are provided for your use when appropriate to establish positions in your reorganized Headquarters. Additionally, a template job description for the Chief of Real Estate is available on the CEHR-E web site at www.hq.usace.army.mil/cehr/e/class/classhome. The descriptions must be completed with information on MSC specific programs and must only be used when the duties described are those which will actually be assigned and performed. You are specifically cautioned that:

a. Care must be taken to assure that individuals assigned to the GS-15 supervisory positions actually supervise at least 25% of their time, have at least two subordinate team leaders evaluated by the General Schedule Leader Grade Evaluation Guide (GSLGEG) who lead GS-13 level work, and exercise all or nearly all of the delegated supervisory authorities described at Factor Level 3-2c and at least eight of those described at Factor Level 3-3b of the General Schedule Supervisory Guide.

b. A leader must lead at least 25% of the time and be sufficiently knowledgeable of the occupations of individuals led to carry out the minimum duties required for coverage by the GSLGEG in order to use the leader descriptions. Additionally, the leader must perform all of the first 7 coaching, facilitating, and mentoring duties on pages 9 and 10 of that Guide and at least 14 of the 20 duties listed.

c. In matrixed teams, some, if not all, of the team members will actually work in permanent positions in other organizations and be rated by supervisors in those organizations. They may not even be working at the same site as the leader. While fully functioning as a leader, and performing the necessary coaching, facilitating, and mentoring duties required, is hard to envision under these circumstances, it cannot be precluded. Care must be taken to insure that these duties are performed at least 25% of the time and that this performance is documented before the leader descriptions enclosed are used.

2. Point of contact for this action is Monroe A. Major, telephone 202-761-0331.

FOR THE COMMANDER:

19 Encls
as

/S/
SUSAN DUNCAN
Director of Human Resources

CF:
MSC Human Resources Directors
Director, Civilian Personnel Operations Center Management Agency